

OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY

ASSISTANT HEALTHCARE ADVOCATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capital Avenue, Hartford, CT

Posting No: 107115

Hours: 40 hours per week (M-F)

Salary: (MP 62) \$74,924 - \$102,159

Closing Date: * **Applications must be received by 5:00 p.m. on Friday, January 31, 2014**

The Office of the Healthcare Advocate is recruiting for an Assistant Healthcare Advocate. This position will be responsible for assisting in the management of the daily operations of the agency. This position reports directly to the State Healthcare Advocate.

Knowledge, Skills and Abilities: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of health benefits case management, utilization review and managed care appeal processes; considerable knowledge of advocacy process; knowledge of healthcare delivery systems; knowledge of health maintenance organizations; knowledge of state legislative and regulation process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret health coverage plans.

Preferred Skills and Experience: Candidates should possess strong managerial skills, strong interpersonal skills, strong organizational and analytical skills, ability to communicate. Knowledge of the legislative process and experience in Health Insurance or Healthcare.

General Experience: Eight (8) years of experience in healthcare advocacy, insurance regulation, the insurance industry, managed care and/or healthcare administration.

Special Experience: Two (2) years of the General Experience must have been in a supervisory or consultative capacity.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in healthcare advocacy, healthcare management, business administration, insurance, finance, public administration, public health or other related area may be substituted for one (1) additional year of the General Experience.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12, which may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) to:

**Carmen Rivera, Human Resources Assistant
Human Resources Office
P.O. Box 816, Hartford, CT 06142-0816**

E-mail address: CID.HR@CT.GOV - Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete application packages and those received after the closing date as indicated above will not be considered.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.